

PRIVACY ASSESSMENT

(No. 26 July 2010)

0936

The Office of Program Accountability (OPA) is tasked with the responsibilities of audit, information security, and privacy protection. As such, OPA plays a vital role as a consultant to CAL FIRE's Information Technology Section and Executive Management. Additionally, OPA produces and distributes the Department's Annual Risk Assessment and maintains the Department's Risk Management Program.

Recent legislation, regulations, and best business practices have led to an ever increasing need to secure state information assets. OPA has developed a Privacy Assessment (PA) tool to assist in the identification of major stakeholders in any new information project proposed for the Department. The PA would provide a single point of information, including project sponsor and manager, IT resources required for completion, a brief description of the proposal and its purpose, and an authorized signature process. This tool will enable the Department to identify information security and privacy concerns (if any) up front and ensure that those concerns are addressed sufficiently throughout the project.

POLICY

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0936.1

The California Department of Forestry and Fire Protection (CAL FIRE) in its efforts to protect CAL FIRE information assets, has developed the ISO-01 Privacy Assessment template for use in any proposed information technology project, where information security or privacy concerns exist. The ISO-01 is available on the CAL FIRE Electronic Forms, Miscellaneous Forms CAL FIRE Intranet.

The ISO-01 is to be completed and submitted to the Office of Program Accountability prior to inception of any IT project that includes use of information security, privacy protection, Personally Identifiable Information (PII), storage, or transmission of health information, or proposed changes to systems or applications that may affect other systems or applications that house information security assets.

REFERENCE

(No. 26 July 2010)

0936.2

SAM 5320.5 CLASSIFICATION OF INFORMATION (Revised 10/09)

PROCEDURE
(No. 26 July 2010)

0936.3

1. CAL FIRE staff members, who propose to change, modify, or delete a CAL FIRE system or application must complete and submit the ISO-01 to the Office of Program Accountability prior to inception of a proposed project.
2. The ISO-01 is available on CAL FIRE's Information Security Officer's webpage at <http://calfireweb/organization/directorsoffice/informationsecurity/>. The ISO-01 is also available in the department's forms directory on the intranet.
3. The Information Security Officer (ISO) will assign review of Privacy Assessment to Office of Program Accountability (OPA) staff and respond to submitter within 14 days of receipt.
4. If a conflict arises between OPA review and program submitting Privacy Assessment, resolution will reside with the Chief Information Officer (CIO).
5. Enterprise architecture, application, system, and program changes will not be supported or approved by the CAL FIRE ISO unless an approved ISO-01 is on file in OPA.

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